



Mid-Year Payroll Service Conversion Form

PayPath payroll requires some additional information from employers who have already paid their employees a wage during the current year. To quickly and easily establish your PayPath services in the middle of the year, please gather and complete a copy of the requested forms and information below in a format that can be emailed to the representative who contacts you to complete the telephone follow up process. If you do not have the ability to prepare the documents in a format that can be emailed, the representative who completes your telephone follow up will provide you with number where you can fax the documents to that representative.

When Should TASC Start Payroll?

- Weekly: Payroll Start Date _____ Bi-Weekly: Payroll Start Date _____
- Semi-Monthly: Payroll Start Date _____ Monthly: Payroll Start Date _____
- Quarterly: Payroll Start Date _____
- Other Frequency (please include frequency and start date): Payroll Start Date _____

*Please note, due to the length of the set-up process, we cannot guarantee that your online access will be available by your next payroll run. If your next payroll is scheduled to occur in fewer than 10 days after you submitted your application, you may need to submit manual timesheets for your first payroll date, and we will run the first payroll process manually.

What Has Already Happened This Year?

- | | | | |
|---|---|---|--|
| Wage Paid to Employee | <input type="checkbox"/> Taxes Withheld | <input type="checkbox"/> Forms Filed with IRS | <input type="checkbox"/> Taxes Paid to IRS |
| <input type="checkbox"/> Gross Pay Amount Year-To-Date | | \$ _____ | |
| <input type="checkbox"/> Federal Withholding Year-To-Date | | \$ _____ | |
| <input type="checkbox"/> State Withholding Year-To-Date | | \$ _____ | |
| <input type="checkbox"/> Social Security Withholding Year-To-Date | | \$ _____ | |
| <input type="checkbox"/> Medicare Withholding Year-To-Date | | \$ _____ | |
| <input type="checkbox"/> 401k Deductions Year-To-Date | | \$ _____ | |

Please Supply These Reports:

- All Tax Filings and Forms Already Filed For Current Tax Year
- Any IRS Documents Received For the Current Tax Year

Make Up Payroll Needed?

Please indicate if make-up wage payments need to be made to employees, and briefly describe what make-up payments will be needed and why. We will follow up to arrange a schedule of missed payroll allocations:

The information in this communication is confidential and may be used by the authorized recipient only for its intended purpose only. Any other use or disclosure is prohibited.